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22 December 1972

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A MERRY CHRISTMAS AND A HAPPY NEW YEAR TO ALL

COURSE MATTERS

1. Leadership Conference

25X1A The Director of Training and 15 senior OTR officers attended the pilot run of this activity [REDACTED] on 14 - 15 December. Members of the Management Training Faculty and the Chief, Support School, administered the Conference and provided the instruction. The critiques from the conference will be analyzed to determine changes in content and techniques for future runnings of the Conference.

2. Practical Supervision for OC Careerists

25X1A Although 12 students were enrolled, two last minute cancellations reduced the third running, 18 - 21 December, to 10 students. [REDACTED] 25X1A [REDACTED] OC Training Officer, joined instructors [REDACTED] on [REDACTED] 25X1A Wednesday to provide OC views on the subject of performance appraisal.

3. Branch Chiefs

25X1A [REDACTED] has been assigned responsibility for the initial research and design efforts relating to this new course. A procedural plan will be developed soon and will become the basis for periodic reporting.

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4. Fundamentals of Supervision and Management

25X1A [REDACTED] Special Activities Staff, Office of Personnel, has informed the Management Training Faculty that he has assured the Director of Personnel that a presentation on "Alcoholism" will be included in this course beginning in February, 1973. [REDACTED] will participate in the 25X1A 12 - 16 February course, and we probably will show the film, "The Other 25X1A Guy". We hope to convince [REDACTED] to become our regular guest speaker on this topic or, at the very least, to be present at each FSM to answer questions about the Agency's posture, sources of assistance, and so on.

5. Field Administration

25X1A According to the Regulations Control Branch, Support Services [REDACTED]

25X1A distributed until the latter part of next month. This delay means that the Logistics Training Manual and other training material being revised by the Support School to reflect the major changes in property accounting concepts embodied in the new [REDACTED] can not be used until the March session of the course.

6. Records Management

A review of the first three months of the Records Management Training program reveals that, in addition to the three complete 3-day sessions of the records management triad (Records Disposal, Files Systems and Procedures, and Forms Management) conducted since September, a 1-hour presentation on the records management operations of the Agency has been given ten times in other OTR courses during that same period. Through these two channels, 475 Agency employees have been exposed to formalized information on the Agency's records management program.

7. Office Management

Arrangements for the printing and collation of course material for the next seminar have been made with the Printing Services Division. Also, the video tape production of "The Protective Secretary", prepared for the Senior Seminar, is being put on 16mm film for possible use in Office Management.

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8. Administrative Procedures

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At the request of Chief of Support, SB Division, a special, on-the-job tutorial in CS procedures was given [REDACTED] to an employee of that division.

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[REDACTED]
Chief, Support School, OTR

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